

# FILING REQUIREMENTS

| NAME OF DOCUMENT   |                                    | NO. OF COPIES                           | COLOR COVER  | BINDING                  | SERVICE LIST  | RULES OF COURT  |
|--|------------------------------------|---|--|--------------------------|---|---|
| <b>Appendixes/<br/>Joint Appendix</b><br>(J.A. must include Stipulation re Contents) |                                    | Original only                           | Appellant's: Green<br>Respondent's: Yellow<br>Reply: Tan<br>Joint: White | Mandatory                | Service on Opposing Counsel Only  | 8.40, 8.124   |
| <b>Applications for extension of time</b>  |                                    | Original only                           | No color cover requirement/<br>may be white                              | Not required to be bound | Service on Opposing Counsel and Client  | 8.50, 8.60; 8.63, 8.68, Local Rule 5                    |
| <b>Briefs</b><br>(include word count:<br>Civil 14,000<br>Criminal 25,500)            | Appellant's Opening Brief          | Original and four (4) additional copies | Green  | Mandatory                | <b>Civil:</b><br>1. Opposing Counsel<br>2. Supreme Court<br>3. Superior Court<br><b>Criminal:</b><br>1. Defendant<br>2. Attorney General<br>3. District Attorney<br>4. Superior Court<br><b>Juvenile Dependency:</b><br>1. County Counsel<br>2. Minor's Counsel<br>3. Superior Court<br><b>Juvenile Delinquency:</b><br>1. California Appellate Project<br>2. Attorney General<br>3. District Attorney<br>4. Superior Court | 8.40, 8.44(b), 8.124, 8.200, 8.204, 8.212, 8.216, 8.360 |
|  | Respondent's Brief                 | Original and four (4) additional copies | Yellow   | Mandatory                |   |   |
|  | Appellant's Reply Brief            | Original and four (4) additional copies | Tan  | Mandatory                |   |   |
|  | Petition for Rehearing             | Original and four (4) additional copies | Orange   | Mandatory                |   |   |
|  | Amici Curiae Briefs                | Original and four (4) additional copies | Gray   | Mandatory                |   |   |
|  | Joinder Briefs                     | Original and four (4) additional copies | Requirement varies according to document                                 | Mandatory                |   |   |
|  | Supplemental Briefs/ Letter Briefs | Original and four (4) additional copies | Letter-head  | Not required to be bound | Service on Opposing Counsel only  |   |
| <b>Calendar Responses</b>  |                                    | Original only                           | No color cover requirement/<br>may be white                              | Not required to be bound | Proof of service on Opposing Counsel required only if so indicated on the notice  | 8.256   |

# FILING REQUIREMENTS CONTINUED

| NAME OF DOCUMENT   |   | NO. OF COPIES                            | COLOR COVER                                 | BINDING                  | SERVICE LIST  | RULES OF COURT      |
|--|---|--|---|--------------------------|---|---------------------|
| <b>Case Information Statement</b>  |   | Original only                            | No color cover requirement/<br>may be white | Not required to be bound | Service on Opposing Counsel only  | 8.100 (g)           |
| <b>Certificate of Interested Entities or Persons</b><br>(must accompany first filing and briefs)   |   | Original and four (4) additional copies  | No color cover requirement/<br>may be white | Not required to be bound | Service on Opposing Counsel only  | 8.208               |
| <b>Motions/Oppositions to Motions</b>  |   | Original and three (3) additional copies | Blue  | Mandatory                | Service on Opposing Counsel only  | 8.54, 8.57          |
| <b>Notices</b>   |   | Original and one (1) additional copy     | No color cover requirement/<br>may be white | Not required to be bound | Service on Opposing Counsel only  | 8.44(b)(6)          |
| <b>Petitions</b><br>(include verification, word count, certificate of interested entities and \$655 filing fee for civil writ petitions) | Petitions for Writs/ Oppositions to a Petition/Replies to an Opposition | Original and four (4) additional copies  | Red   | Mandatory                | Service on Opposing Counsel, Superior Court Judge, and any other party as required by statute | 8.44 (b)(3), 8.490  |
|  | Exhibits to a Petition  | Original only                            | Red   | Mandatory                |   |                     |
| <b>Proposed Orders for Motions</b><br>(must accompany motions)   |   | Original and three (3) additional copies | No color cover requirement/<br>may be white | Not required to be bound | Not Applicable  | Local Rule 4        |
| <b>Stipulations</b><br>(include at least one original signature)   |   | Original only                            | No color cover requirement/<br>may be white | Not required to be bound | Service on Opposing Counsel and Clients   | 8.60 (f), 8.212 (b) |
| <b>Substitution of Attorney</b><br>(include original signatures from all counsel)  |   | Original and one (1) additional copy     | No color cover requirement/<br>may be white | Not required to be bound | Service on Opposing Counsel Only  | 8.36                |

**AN ORIGINAL PROOF OF SERVICE IS REQUIRED ON ALL DOCUMENTS FILED**

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